

**Sample  
Cardholder and Approving Official  
Acknowledgement and Responsibility Form**

The CAL-Card purchase card number \_\_\_\_\_ has been assigned to  
\_\_\_\_\_. The Approving Official for this card is  
\_\_\_\_\_.

By signing this form, the above named individuals acknowledge that they are responsible for the security of the card and for the appropriate use of this card for departmental purchases. Furthermore, that they have attended the training, as well as read and understand their agency's policy and procedures.

They understand that this card is valid only while the Cardholder is employed in this department and if they transfer to another department or terminate their employment they must relinquish this card to the assigned Approving Official or Agency Program Coordinator.

\_\_\_\_\_  
Cardholder Printed Name

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Approving Official Printed Name

\_\_\_\_\_  
Approving Official Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date